

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Office of Logistics
1C-46 Qtrs. Eye

TELEPHONE

NO.

DATE

TO

ROOM
NO.

DATE

REC'D

FWD'D

OFFICER'S
INITIALS

TELEPHONE

COMMENTS

1. Records
Management Div.

567
Matomic

11/9

11/9

DL

2. 25X1A9a

12/9

11/13

fgg

3. M

11/13

11/13

DL

4. File

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1-2. This is agreeable to me. Is there any reason why this cannot be accomplished as suggested?

2-3 No - in fact this is a proper disposition of the files since they can now be brought together in the Center's records of the creating office. This action on the part of OL was agreed to during the records scheduling project.

Discussed over telephone with [redacted] Office of Logistics.

25X1A9a

UL 6 6390

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